

## Viewing and Editing Your Filings in eFS

### How do I view the status of a filing?

1. Click the **Workspace** link.
2. Click the **Filings** tab. You can search by your filings or the filings within your firm. The status is located in the **status** column.










### How do I search for a filing?

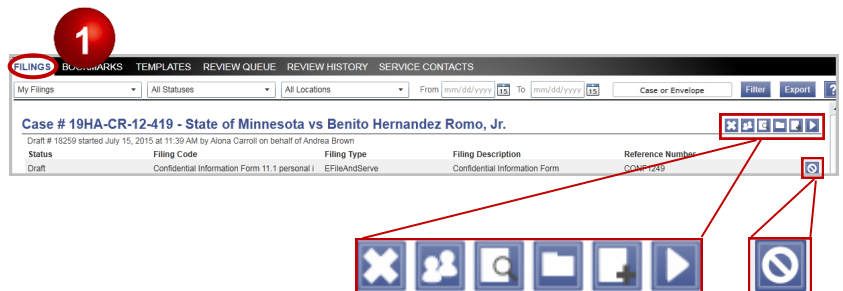
1. Enter the **Case or Envelope** number and click **Filter**.
- OR
2. Filter your search by **Filing, Status, Location** or **Date** and click **Filter**.



### How do I view details and edit filings?

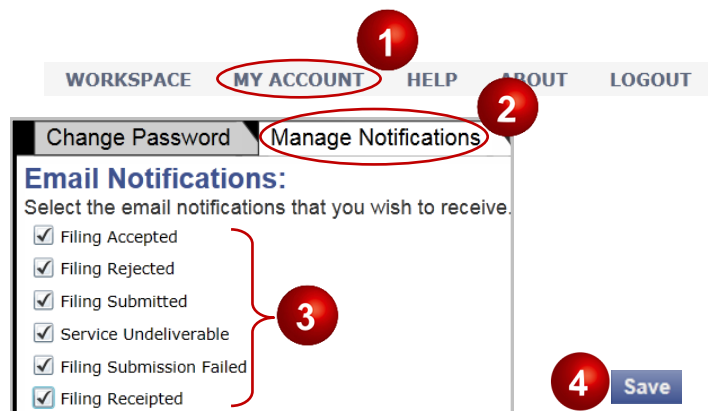
In the **Filings** tab click an icon to:

-  Delete draft envelope
-  Edit Service Contacts
-  View filing details
-  File into this case
-  Bookmark this case
-  Resume this draft envelope
-  Cancel




What icons you see is determined by case status.

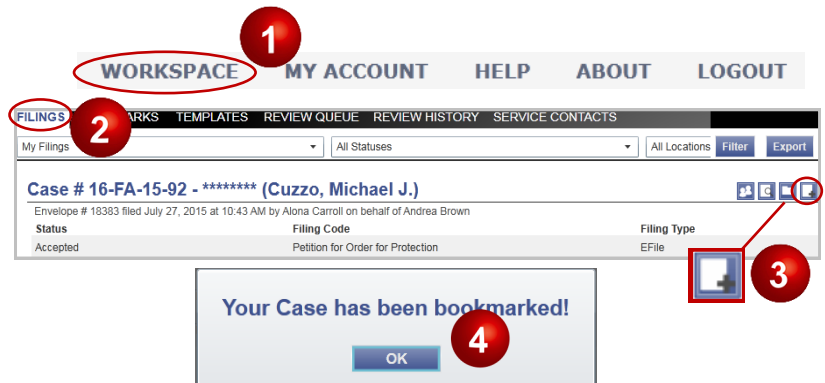
### How will I be notified about my filings?






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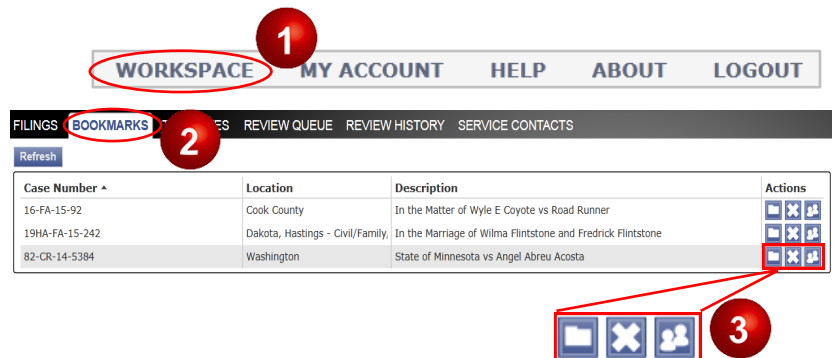
### How do I bookmark a case?

1. Click the **Workspace** link.
2. Click the **Filings** Tab.
3. Click  the icon. A pop up window confirms your case has been bookmarked.
4. Click **OK**.



### How do I manage my bookmarks?

1. Click the **Workspace** link.
2. Click the **Bookmarks** Tab.
3. Click the **Actions** column icons to:
  -  File into the case
  -  Un-bookmark the case
  -  Manage Service Contacts



### How do I filter my bookmarks?

1. Click the **Bookmarks** Tab
2. Click on **Column** headings to filter by:
  - **Case Number**
  - **Location**
  - **Description**

